

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Benefits Overview Workshops for All Employees	REFERENCE NUMBER: 2008-010
DATE ISSUED: 03/20/08	SUPERSEDES:

This memorandum should be forwarded to:

**Training Officers
Employee Benefit Officers
Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Benefits Division

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This memorandum provides important information regarding Benefits Overview Workshops for all employees.

Benefits Overview Workshops

The Benefits Overview Workshops for all employees are called "Increase Your Paycheck". The workshops cover four different benefits that are designed to help interested employees increase their take home pay. The benefits that will be discussed are the FlexElect Program Medical and Dependent Care Reimbursement Accounts, Pre-Tax Parking Program, the Savings Plus Program, and Employee Suggestion Program. A flyer describing the workshops is attached to this PML. We are asking that you make this flyer available to all employees in your department via e-mail and posting on interoffice bulletin boards. This class is available to all interested employees; however class size is limited. We have scheduled seven days of training, three in Sacramento and one each in Fresno, San Francisco, Oakland and Los Angeles. We will offer two training sessions per day and the sessions are scheduled as follows:

Location	Dates and Times
Oakland – Cal Trans District Office 111 Grand Avenue Oakland, CA	May 28, 2008 – 8:30 to noon May 28, 2008 – 1:00 to 4:30
San Francisco - San Francisco Civic Center Complex Hiram Johnson Building 455 Golden Gate Avenue San Francisco, CA	May 29, 2008 - 8:30 to noon May 29, 2008 - 1:00 to 4:30
Fresno - Fresno State Building 2550 Mariposa Mall Fresno, CA	June 10, 2008 - 8:30 to noon June 10, 2008 - 1:00 to 4:30

Los Angeles - Junipero Serra State Building 320 W. Fourth Street Los Angeles, CA	June 26, 2008 - 8:30 to noon June 26, 2008 - 1:00 to 4:30
Sacramento - Department of Water Resources 1416 9 th Street - Auditorium Sacramento CA	June 19, 2008 – 8:30 to noon June 19, 2008 - 1:00 to 4:30
CalEPA Building (Webcast*) 1001 I Street, Auditorium Sacramento, CA	August 5, 2008 - 8:30 to noon August 5, 2008 - 1:00 to 4:30
Ziggurat Building - Department of General Services 707 Third Street - Auditorium West Sacramento, CA	August 26, 2008 - 8:30 to noon August 26, 2008 - 1:00 to 4:30

The Benefits Training class is offered at no cost; however, attendees should go through their normal internal departmental training request process in order to obtain the proper approvals to attend the class on state time. This training is considered job related and employees should be allowed to attend on state time. Once you have obtained the proper approvals, we ask that the employee self-register using the following link <http://www.dpa.ca.gov/benefits/index.htm> and “Attend a Workshop”, or after opening DPA’s website (listed below), click on “Benefits” and “More” and then select “Attend a Workshop”. The employee’s attendance will be electronically confirmed via e-mail immediately after successful registration. We will also e-mail the participant another confirmation notice two weeks before class begins. If participants are unable to attend the class, they should notify Patty Abila at least 48 hours before the day of the class. She can be reached via e-mail at PattyRosalesAbila@dpa.ca.gov.

*This class will be held at the CalEPA facility at 1001 I Street, Byron Sher Auditorium, Sacramento, California, 95814 and will be webcast to any participants who have access to the internet. Webcasting provides participants who are unable to travel to Sacramento the opportunity to watch the training class via their computers. The participant will log on to a specific site and can watch the presentation, access the class materials, and ask questions using a specific web link.

For more benefits information, visit our web site at www.dpa.ca.gov under “Benefits”.

/s/Greg Beatty

Greg Beatty
Chief, Benefits Division